

POLICE RECORDS CLERK

(Competitive Class)

DISTINGUISHING FEATURES OF CLASS

This class encompasses positions, the major duties of which include filing records and reports for assigned divisions of the police department, checking and typing records and reports, completing records as directed, and operating office equipment as needed to keep records up-to-date. This class police support class is non-supervisory in nature. Records clerks report to and have work reviewed by a line police officer at the rank of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures; correct errors in records and reports or returns them for correction; fills out all forms or records required or assigned.

Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, or chronologically; retrieves information or documents from the files.

Operates a computer terminal in order to enter or retrieve information from files; operates a copying machine or duplicating machine to make copies of department documents when required.

Types letters, forms, memos, statements, formal reports, or any other documents assigned; takes and transcribes dictation from longhand notes; proofreads typed material and corrects errors.

Sorts and distributes mail; processes outgoing mail and interdepartmental correspondence.

Places telephone calls for assigned department officers; answers any telephone calls coming on assigned lines and handles routine matters or transfers caller following departmental procedures; handles routine requests by visitors to the office.

Replies to routine correspondence or requests following

departmental procedures or from oral or written directions from a superior.

Makes calculations necessary to compute payroll.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be able to verify typing forty (40) words per minute.

Must be not less than eighteen (18) years of age and have two (2) years experience in business machines.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

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